



**Franklin City Council Agenda  
January 22, 2024  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**5:30 P.M.**

Franklin City Council will meet in Closed Session pursuant to Code Section 2.2.-3711-A-1 to conduct interviews of a potential candidate to fill the Ward 6 seat on the Franklin City School Board.

**6:00 P.M. Work Session**

Franklin City Council will conduct a budget work session to hear requests from agencies and organizations for FY 25.

**7:00 P.M.**

**Regular Meeting**

**CALL TO ORDER. . . . . MAYOR ROBERT L. CUTCHINS**  
**PLEASE TURN OFF CELL PHONES. . . . . MAYOR ROBERT L. CUTCHINS**  
**PLEDGE OF ALLEGIANCE**  
**CITIZEN’S TIME**  
**AMENDMENTS TO AGENDA**

- 1. CONSENT AGENDA:**
  - A. Approval of January 8, 2024 minutes
  - B. Future Business Leaders of America Resolution 2024-01
  
- 2. FINANCIAL MATTERS**
  - A. Budget Amendment 2024-11
  - B. Quarterly Financial Overview
  
- 3. OLD/ NEW BUSINESS:**
  - A. Franklin City School Board – Consideration of Appointment
  - B. City Manager’s Report
  
- 4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**
  
- 5. CLOSED SESSION**

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects:, Franklin City

School Board, Industrial Development Authority, HRPDC Community Advisory Committee, Board of Zoning Appeals, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission, Western Tidewater Regional Jail.

**6. ADJOURNMENT**

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# City Council Work Session Meeting Minutes January 8, 2024

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## Call to order

The Franklin City Council held a Work Session with the Department of Historic Resources, on January 08, 2024 at 6:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Vice-Mayor Wynndolyn Copeland Councilman Linwood Johnson; Councilman Gregory McLemore; Councilwoman Jessica Banks; Councilman Mark Kitchen.

Council Members not in Attendance: Councilman Ray Smith

Staff in Attendance: Amanda Jarratt, City Manager; Haleigh Pinto, Administrative Assistant recording minutes.

Other Staff in Attendance: Matthew Jezierski, Director of IT; Steve Patterson, Chief of Police; Dinah Babb, Treasurer; Ellie Walker, Environmental Specialist, Scott Miller, Building Official.

City Manager Amanda Jarratt stated that the City of Franklin has had a Historic Preservation Ordinance in place since 2009, however, it has been years since a Historic Preservation Commission has been in place. City Manager Amanda Jarratt stated that previous Councils have discussed reactivating the Historic Preservation Commission, but unfortunately, the Historic Preservation Commission has never gotten to the point of appointing individuals or enforcing the Ordinance. City Manager Amanda Jarratt reminded Council of the recent concern regarding the state of the housing condition and the commercial building condition in the City of Franklin.

City Manager Amanda Jarratt introduced Ms. Aubrey Vonlindern, Architectural Historian with the Department of Historic Resources who was attending virtually. Ms. Vonlindern stated that explained that in addition to her role as Architectural Historian, she is also the Certified Local Government Coordinator for the State of Virginia. In her role as Certified Local Government Coordinator, she assists various localities who are establishing or revising Ordinances related to Historic Preservation. She also manages the Certified Local Government (CLG) Program, which is a program that allows localities to go into partnership with the Department of Historic Resources and the Federal National Park Service, depending on qualifications. Ms. Vonlindern explained that if the City of Franklin becomes eligible to be a Certified Local Government, they would then become eligible for the CLG Grant.

Ms. Vonlindern asked for clarification on the timing of the City of Franklin Historic Preservation Commission. City Manager Amanda Jarratt stated that the City of Franklin has a Historic Preservation Commission that was in the process of finalizing the design guidelines. City Manager Amanda Jarratt stated that she believes they were accepted but would need to review previous minutes to verify. City Manager Amanda Jarratt stated that the design guidelines were drafted, and she believes that Council enacted them but then the Commission was put on hold due to something that happened in the Community.

## What is a Local Historic District?

- Local historic districts are areas in which historic buildings and their settings are protected by public review. Local historic district ordinances are local zoning laws that are adopted by communities using powers granted by the state.
- In Virginia the enabling legislation Section 15.2-2306 Preservation of historical sites and architectural areas, allows for establishing a zoning ordinance and states the governing body may provide for a review board to administer the ordinance.
- Local historic districts occur locally, beyond the scope of state and federal legislation. The primary strength of a local designation is that it can be tailored to specific community needs and provides greater protection for local resources.
- Local designation can be a first step toward legally preserving historic landmarks, neighborhoods and downtown areas in your community.

## Aspects of a Preservation Ordinance.

Provide a municipal policy regarding historic properties.

Establish an objective and democratic process for designation of historic properties.

Protect the integrity of designated historic properties within a design review requirement.

Authorize design guidelines for new development within historic districts to ensure that it is not destructive to the area's historic character.

Stabilize declining neighborhoods and protect and enhance property values.

### What it does not do.

Require that historic properties be open for tours

Restrict the sale of a property.

Require improvement, changes, or restoration of the property

Require approval of interior changes or alterations

Prevent new construction within historic areas

Require approval for ordinary repair or maintenance.

## What Local Designation Does.

- Designates historic properties on the basis of local criteria and local procedures.
- Sets boundaries based on the distribution pattern of historic properties and other community considerations.
- Provides recognition of a community's significant property or districts.
- The design review process provides protection of character defining exterior features of a property.
- Can provide for a review of proposed demolitions within the district and provide delays to allow for preservation alternatives to be considered.
- Can require local commission review and approval for all changes to the exterior appearance of historic properties, and review approval for all new construction, such as infill, for example adjacent new buildings on a site or on vacant parcels.

## Developing a Preservation Ordinance

An ordinance should begin with a **Statement of Purpose**

It should create a **local Preservation commission (design review board)** to administer the ordinance. This board is usually appointed by your City Council. Commission members should include those with an interest, an architect, preservationist, historian, real estate, engineering, building trades etc.

It should **designate** the local district or individual landmarks that will be included.

The ordinance should require that prior to material changes or major alterations to a designated historic resource, the commission or other local entity must approve what is called a **Certificate of Appropriateness**.

Some and most ordinances often includes some **requirement of minimum maintenance** for designated historic resources, designed to control deterioration that leads to "**demolition by neglect**". Minimum maintenance provisions need to clearly specify what is required of property owners.

**Enforcement provisions** should be included in the ordinance. This will ensure that a commissions authority under a preservation ordinance is binding. The ordinance should describe the consequences of failure to follow the law or legal decisions made pursuant to the law. The ordinance may establish specific penalties for violation or provide civil remedies.

The ordinance in Virginia must have an **appeal process**. A property owner should have a right to appeal the review board's decision to the City Council. The City Council can uphold the decision of the board or reverse the decision. If it is upheld, the property owner will have the right to appeal the decision to the courts.

City Manager Amanda Jarratt pointed Council to section 21A.4 of the Drafted Historic Preservation Ordinance, which is in reference to commission membership and procedures. City Manager Amanda Jarratt stated that it has been some time since the original Ordinance was drafted, therefore if Council decides to move forward, it would be best to have a Historic Preservation Commission in place to review the Ordinance.

Council Linwood Johnson asked Ms. Vonlindern how the City of Franklin can benefit from having a Historic Preservation Ordinance. Mayor Robert Cutchins stated that it would benefit the City of Franklin's appearance and beauty. Mayor Robert Cutchins stated that it will encourage homeowners to keep the appearance of their homes updated and in nice condition. Ms. Vonlindern agreed with Mayor Cutchins by stating that the Ordinance will encourage City of Franklin residents to maintain their homes and businesses, as well as encourage the community to come together to improve the City. Councilman Linwood Johnson asked if the Ordinance is in relation to the Downtown area or the whole City of Franklin. City Manager Amanda Jarratt stated that the boundaries were in line with the National Register Historic District which is from High Street to the Blackwater River.

Councilman Gregory McLemore introduced Ms. Jennifer Barnocco who has advocated for Historic Preservation in the City of Franklin for over 10 years. Ms. Barnocco stated that the City of Franklin would benefit from having a Historic Preservation Ordinance in many ways. Mayor Robert Cutchins asked if she would be willing to take a position and a stance on the Commission and Ms. Barnocco

replied she would. Mayor Robert Cutchins thanked Ms. Aubrey Vonlindern and Ms. Barnocco for their time and presentation.

Mayor Bobby Cutchins adjourned the January 08, 2024 Work Session at 6:41 PM.

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Mayor

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Clerk to City Council

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# Regular City Council Meeting Minutes January 08, 2024

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## Call to order

The Franklin City Council held a regular City Council meeting on January 08, 2024 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Vice-Mayor Wynndolyn Copeland Councilman Linwood Johnson; Councilman Gregory McLemore; Councilwoman Jessica Banks; Councilman Mark Kitchen.

Council Members not in Attendance: Councilman Ray Smith

Staff in Attendance: Amanda Jarratt, City Manager; Haleigh Pinto, Administrative Assistant recording minutes.

Other Staff in Attendance: Matthew Jeziarski, Director of IT; Steve Patterson, Chief of Police; Dinah Babb, Treasurer; Sarah Rexrode, Director of Social Services; Rachel Trollinger, Director of Finance; Zachary Wright, Director of Power & Light; Vernie Francis, Chief of EMS; Sammara Bailey, Director of Parks & Recreation; Scott Miller, Building Official.

## Citizen’s Time

**Mr. Gary Wyse of 205 Willis Road, Franklin, Virginia**, brought to Council his concern regarding decreased property value due to residents hoarding in his neighborhood.

**Ms. Mary Bass of 421 Delaware Road, Franklin, Virginia**, notified Council of issues with different types of homes being built in her subdivision.

## Amendments to Agenda

Mayor Robert Cutchins entertained a motion to add an appointment to the Western Tidewater Regional Jail to the Closed Session agenda. Councilman Linwood Johnson made a motion to add an appointment to the Western Tidewater Regional Jail to the Closed Session agenda with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 6-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>

**Councilman Ray Smith** **Absent**

**Councilman Gregory McLemore** **Aye**

Mayor Bobby Cutchins affirmed the motion carried.

Consent Agenda:

A. Approval of December 11, 2023 Meeting Minutes

Mayor Bobby Cutchins asked if there were any corrections or additions for the December 11, 2023 meeting minutes. Mayor Bobby Cutchins entertained a motion to approve the December 11, 2023 meeting minutes as presented. Councilman Mark Kitchen made a motion to approve the December 11, 2023 meeting minutes with a second from Councilwomen Jessica Banks.

**The motion carried the vote 6-0**

**The vote was as follows:**

**Councilman Linwood Johnson** **Aye**

**Councilman Mark Kitchen** **Aye**

**Councilwoman Jessica Banks** **Aye**

**Vice-Mayor Wynndolyn Copeland** **Aye**

**Mayor Bobby Cutchins** **Aye**

**Councilman Ray Smith** **Absent**

**Councilman Gregory McLemore** **Aye**

Mayor Bobby Cutchins affirmed the motion carried.

Approval of December 14, 2023 Joint Session Meeting Minutes

Mayor Bobby Cutchins asked if there were any corrections or additions for the December 14, 2023 meeting minutes. Mayor Bobby Cutchins entertained a motion to approve the December 14, 2023 meeting minutes as presented. Councilman Linwood Johnson made a motion to approve the December 14, 2023 meeting minutes with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 6-0**

**The vote was as follows:**

**Councilman Linwood Johnson** **Aye**

**Councilman Mark Kitchen** **Aye**

**Councilwoman Jessica Banks** **Aye**

**Vice-Mayor Wynndolyn Copeland**                      **Aye**  
**Mayor Bobby Cutchins**                                      **Aye**  
**Councilman Ray Smith**                                      **Absent**  
**Councilman Gregory McLemore**                      **Aye**

Mayor Bobby Cutchins affirmed the motion carried.

**Financial Matters:**

**A. Budget Amendment 2024-10**

City Manager Amanda Jarratt called on Ms. Rachel Trollinger, Director of Finance to present the Budget Amendment 2024-10. Ms. Rachel Trollinger stated be it resolved by the Council of the City of Franklin, Virginia that the 2023-2024 City Budget is hereby amended to:

1. Recognize grant revenue from Franklin Southampton Charities for the Franklin Fire Department and Hunterdale Fire Department and to appropriate such revenue for use;
2. Recognize grant revenue from the Camp Foundation for Franklin Fire & Rescue, Franklin Police Department, and the Hunterdale Volunteer Fire Department and to appropriate such revenue for use;
3. Recognize Franklin City Public School grants and appropriate such revenue for use; and
4. Recognize Third Thursday revenue, VRSA Promoting Emergency Preparedness Grant revenue, Byrne Justice Assistance Grant Program revenue and appropriate such revenue for use.

	2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)		2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
<b>#1</b>				<b>#3</b>			
<b>220 FOUNDATION GRANT FUND</b>				<b>250 EDUCATION FUND</b>			
<b>REVENUE</b>				<b>REVENUE</b>			
220-3-18990-3001 Franklin/Southampton Charities	\$ 10,000	\$ 20,000	10,000	250-3-24000-0252 State Technology Funds	\$ -	\$ 250,000	250,000.00
			10,000	250-3-33010-0276 NCLB Grant - Title V Rural Ed	\$ 34,590	\$ 38,374	3,783.97
			10,000				253,783.97
<b>EXPENDITURES</b>				<b>EXPENDITURES</b>			
220-4-32100-8117 Fire Prevention - Other Grants	\$ 38,638	\$ 43,638	5,000	250-4-60000-0011 Technology	\$ 1,011,970	\$ 1,261,970	250,000.00
220-4-91450-4009 Hunterdale Volunteer Fire Dept	5,000	10,000	5,000	250-4-60000-0076 NCLB Grant - Title V Rural Ed	34,590	38,374	3,783.97
			10,000				253,783.97
<b>#2</b>				<b>#4</b>			
<b>220 FOUNDATION GRANT FUND</b>				<b>100 GENERAL FUND</b>			
<b>REVENUE</b>				<b>REVENUE</b>			
220-3-18990-3000 Camp Family Foundation Grants	\$ -	\$ 69,800	69,800	100-3-15020-0003 Concension Rentals & Commission	\$ 500	\$ 2,438	1,938
			69,800	100-3-18990-0103 VRSA Grant	\$ -	\$ 4,000	4,000
<b>EXPENDITURES</b>				<b>EXPENDITURES</b>			
220-4-31100-5848 Camp Foundation Grant Police	\$ 12,407	\$ 36,907	24,500	100-3-33010-0012 Justice Asst Grant Police	\$ 5,165	\$ 12,221	7,056
220-4-32100-5848 Camp Foundation Grant Fire	48,522	85,322	36,800				12,994
220-4-91450-4009 Hunterdale Volunteer Fire Dept	5,000	13,500	8,500	100-4-81600-5892 Festival and Events	\$ 11,250	\$ 13,188	1,938
			8,500	100-4-12220-5850 Misc. - Employee Events	7,000	11,000	4,000
			69,800	100-4-31100-8010 Grant Dept of Justice -BYRNE	4,187	11,243	7,056
							12,994

Mayor Bobby Cutchins entertained a motion to approve Budget Amendment 2024-10. Councilman Linwood Johnson made a motion to approve Budget Amendment 2024-10 with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 6-0**

**The vote was as follows:**

**Councilman Linwood Johnson**                                      **Aye**



<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

**B. Continuing Tax Disclosure Policy**

City Manager Amanda Jarratt stated that The City of Franklin currently has a number of financial policies associated with internal controls and the maintenance of the unassigned fund balance. During the City’s most recent bond issuance it was brought to the City’s attention that we did not have a formal adopted post issuance compliance policy. City Manager Amanda Jarratt stated that the City’s Bond Counsel in consultation with Davenport, the City of Franklin’s financial advisor, drafted a policy for Council’s consideration. City Manager Amanda Jarratt informed Council that although City Staff has been completing everything listed in the policy already, there is no policy that dictates it to be done.

City Manager Amanda Jarratt stated that the Tax Disclosure Policy points out specifically each step that should occur post closure of any additional financing that the City of Franklin plans to do.

Councilman Linwood Johnson made a motion to adopt the Tax Disclosure Policy with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 6-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

**Old/New Business:**

#### A. Franklin City School Board – Ward 6 Nomination Public Hearing

Mayor Robert Cutchins opened the Franklin City School Board Ward 6 Public Hearing.

**Mr. Robert Holt of 117 Hummingbird Lane, Franklin, Virginia** nominated Dreama Regula.

Mayor Robert Cutchins thanked Mr. Holt for making the nomination. Mayor Robert Cutchins closed the Public Hearing.

City Manager Amanda Jarratt informed Ms. Regula that staff will be in contact with her to schedule an interview for January 22<sup>nd</sup> at 5:30 PM.

#### B. Laurel Street Community Development Block Grant Scope Change Public Hearing

Mayor Robert Cutchins opened the Laurel Street Community Development Block Grant Scope Change Public Hearing.

Mayor Bobby Cutchins called for public comment three times

**No citizens spoke at this time.**

Mayor Robert Cutchins closed the Public Hearing

#### C. City Manager's Report

City Manager Amanda Jarratt made residents aware of the incoming storm, informing them of the high winds and potential damage to the area. City Manager Amanda Jarratt asked for residents to secure their belongings and check their property before and after the storm. City Manager Amanda Jarratt informed residents that City Hall will be closed on January 15, 2024 in observance to Martin Luther King, Jr. Day therefore Monday's trash will be picked up on Tuesday, January 16<sup>th</sup>.

#### General Updates

- Staff continues to work on the various capital projects approved by City Council.
  - Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD and has been referred to final review. HBA has been procured as the architect and the kick off meeting was held on January 3, 2024. Survey work is almost complete. Conceptual design is underway.
  - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. Final conceptual plans are complete and architectural plans will be under development soon.
  - The staff committee met regarding Riverwalk Park.
    - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
    - Kayak launch design underway.
    - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
    - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and

Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.

- Staff continues to work with DHCD and Kimely Horn on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds. The public hearing regarding the change of scope was scheduled for this evening.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Three responses were received for the Franklin Southampton radio project and they are currently under review by the review team. Interviews of those firms are being scheduled for the first week in January.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study. A kick off meeting with Mosely was held on November 20<sup>th</sup>.
- The Literary Loan process continues with Franklin City Public Schools. The contactor is working on the project and the first draw of funds is underway. A second application was considered earlier on the agenda.
- The Great American Cleanup is scheduled for March 23<sup>rd</sup> and 24<sup>th</sup> in Hampton Roads. Each year over 1,000 volunteers team up to clean up Hampton Roads for the regional two-day event. Volunteers from military commands, local businesses and non-profits join forces with private citizens across Hampton Roads to rid the land and water of litter, tend community gardens and improve public parks. Since 2019, volunteers have cleared more than 196 tons of litter from our environment. Staff would like to organize and register the City of Franklin for the Great American Cleanup.
- City Council held a retreat on March 2<sup>nd</sup>. The following topics were discussed and will be worked on by staff:
  - Food Trucks
    - Two food trucks have received final approval.
  - Increased Code Enforcement
    - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
  - Communication with Franklin City Public Schools
    - We held a joint meeting with Franklin City Public Schools on March 30<sup>th</sup>. Additional meetings are being scheduled to maintain communication.
  - Increased focus and investment in Public Safety
    - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
  - Historic District
    - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
  - Special Tax Districts
    - Under discussion and research ongoing.
  - Camp Community College Partnerships
    - Under discussion.
  - Improved Communication with the Public through various means

- A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.

Council/Staff Reports on Boards/Commissions:

**No reports at this time.**

Closed Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects:, Franklin Redevelopment and Housing Authority, Industrial Development Authority, HRPDC Community Advisory Committee, Board of Zoning Appeals, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission. The motion was seconded by Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 6-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the motion carried the vote.

Motion Upon Return to Open Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on January 8, 2024, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (ii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 6-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the motion carried the vote.

Vice-Mayor Wynndolyn Copeland made a motion to appoint Mr. Robert Taylor to the Franklin Redevelopment and Housing Authority Board with a second from Councilman Linwood Johnson.

**The motion carried the vote 6-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the motion carried the vote.

Vice-Mayor Wynndolyn Copeland made a motion to appoint Mr. Antwon Hatch to the Franklin Redevelopment and Housing Authority Board with a second from Councilman Linwood Johnson.

**The motion carried the vote 6-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>

<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the motion carried the vote.

Adjournment

Councilwoman Jessica Banks made a motion to adjourn the January 8, 2024 City Council meeting with a second from Councilman Linwood Johnson.

**The motion carried the vote 6-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the meeting stands adjourned.

The January 8, 2024 City Council meeting was adjourned at 7:40 P.M.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk to City Council

# Franklin High School

## FBLA

310 Crescent Drive  
Franklin, VA 23851

Adviser: Shonna Rawlings

President: Phnon McDonald-HicksVice

President: Dalayah Holliday

## FBLA Proclamation #2024-1

**WHEREAS**, Future Business Leaders of America-Phi Beta Lambda is a nonprofit educational organization whose first chapter was established in Johnson City, Tennessee, in 1942; and

**WHEREAS**, this organization has grown now to encompass over 250,000 members and advisers nationwide in middle schools, high schools, colleges, universities, career and technical schools, and private business schools; and

**WHEREAS**, FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences; and

**WHEREAS**, members perform community service activities and strive to build a student's understanding of the realities of the modern business world; and

**WHEREAS**, FBLA teaches high school students basic business and leadership principles; and PBL helps university, college, technical, and business school students to make the transition from school to work;

**NOW, THEREFORE, I**, Robert "Bobby" Cutchins, Mayor of the City of Franklin, do hereby proclaim February 11<sup>th</sup> through February 17<sup>th</sup> of 2024, as NATIONAL FBLA-PBL WEEK in the City of Franklin.

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Robert "Bobby" Cutchins  
Mayor, City of Franklin

## BUDGET AMENDMENT 2024-11

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2023-2024 City Budget is hereby amended to:

1. *Appropriate School Operating Fund balance to cover FY23 Accounts Payables outstanding as of July 1, 2023 per the audited financial statements; and*
2. *Appropriate remaining School Operating Fund balance from FY23 to FY24 to cover one time capital costs as requested by the School Board.*

	2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
<b>#1</b>			
<b>250 EDUCATION FUND</b>			
<b>REVENUE</b>			
250-3-41050-1000 Restricted Fund Balance	\$ -	\$ 308,656	<u>308,655.75</u>
			<u>308,655.75</u>
<b>EXPENDITURES</b>			
250-4-60000-0001 Instruction	\$ 10,353,469	\$ 10,353,609	140.00
250-4-60000-0002 Admin & Attendance	2,100,523	2,104,121	3,598.00
250-4-60000-0003 Transportation	450,296	452,991	2,694.97
250-4-60000-0004 Operations	1,987,743	2,054,809	67,066.00
250-4-60000-0010 Facilities	-	179,208	179,208.00
250-4-60000-0011 Technology	1,261,970	1,317,919	<u>55,948.78</u>
			<u>308,655.75</u>
<b>#2</b>			
<b>250 EDUCATION FUND</b>			
<b>REVENUE</b>			
250-3-41050-1000 Restricted Fund Balance	\$ 308,656	\$ 891,541	<u>582,885.25</u>
			<u>582,885.25</u>
<b>EXPENDITURES</b>			
250-4-60000-0003 Transportation	\$ 452,991	\$ 612,991	160,000.00
250-4-60000-0010 Facilities	179,208	602,093	<u>422,885.25</u>
			<u>582,885.25</u>

*Certified copy of resolution adopted by Franklin City Council.*

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*Clerk to the City Council*





# FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE  
SUPERINTENDENT

207 West Second Avenue  
Franklin, Virginia 23851-1713  
(757) 569-8111 • Fax (757) 516-1015

## MEMORANDUM

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Carlton Carter *C. Carter*  
Division Superintendent

**DATE:** January 19, 2024

**RE:** Request for FY23 Carryover to FY24

The Franklin City School Division requests that the following items be carried over from FY23 to FY24:

**Open Encumbrances from FY23 (breakdown below) \$308,655.75**

The resulting budget amendment entry would be as follows:

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Increase Expenditures	Instruction	140.00	250-4-60000-0001
Increase Expenditures	Admin & Health	3,598.00	250-4-60000-0002
Increase Expenditures	Transportation	2,694.97	250-4-60000-0003
Increase Expenditures	Operations	67,066.00	250-4-60000-0004
Increase Expenditures	Facilities	179,208.00	250-4-60000-0010
Increase Expenditures	Technology	55,948.78	250-4-60000-0011
Increase Revenues	Restricted Fund Balance	308,655.75	250-3-41050-1000

*Franklin City Public Schools is an equal educational opportunity school system. The School Board of the City of Franklin also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion or disability.*

FY	[ACCOUNT CODE]	fun	PO	[ACCOUNT CODE DESCRIPTION]	[ENCUMBERED AMT]	REASON OUTSTANDING
2024	10	2	2 61 312 6001 10 2 0	23-803-MYP MATERIALS & SUPPLIES	140.00	ITEMS ORDERED FY23 DIDN'T RECEIVE UNTIL FY24
				<b>Instruction</b>	<b>140.00</b>	
2024	10	9	0 62 120 3000 0 9 0	23-817-MYP CONTRACTED SERVICES (DIVISION)	3,598.00	ITEMS ORDERED FY23 DIDN'T RECEIVE UNTIL FY24
				<b>Admin &amp; Health</b>	<b>3,598.00</b>	
2024	10	9	0 63 400 6014 300 3 0	23-888-MYP OTHER OPERATING SUPPLIES	2,694.97	DVR replacement for buses. Materials received in June 23 but has not been installed yet
				<b>Transportation</b>	<b>2,694.97</b>	
2024	10	9	0 64 200 5400 0 10 0	23-078-MYP CONTRACTED SERVICES (DIVISION)	4,950.00	CONTRACT SIGNED EARLY FY23 NOT INVOICED UNTIL FY24
2024	10	9	0 64 300 6000 0 10 0	23-293-MYP MATERIALS & SUPPLIES	3,546.00	Completed end of FY23 not billed yet; have requested invoice from vendor
2024	10	9	0 64 400 3000 0 9 0	23-509-MYP MATERIALS & SUPPLIES	10,670.00	Completed end of FY23 not billed yet; have requested invoice from vendor
2024	10	9	0 64 400 3000 0 9 0	23-841-MYP CONTRACTED SERVICES (DIVISION)	47,900.00	Gym Floor repair partially completed from May 23
				<b>Operations</b>	<b>67,066.00</b>	
2024	10	9	0 66 600 8100 0 0 0	23-357-MYP Facility Improvements	36,190.00	Parts backordered from 10/23 A/C replacement at JPK Job is partially completed
2024	10	9	0 66 600 8100 0 0 0	23-633-MYP Facility Improvements	56,366.00	Electric Bus facility cost; buses expected March 2024
2024	10	9	0 66 600 8200 0 10 0	23-632-MYP BUILDING IMPROVEMENTS-ADDITIONS	86,652.00	Electric Bus cost; buses expected March 2024
				<b>Facilities</b>	<b>179,208.00</b>	
2024	10	9	0 68 100 8120 1000 7 0	23-867-MYP INTERACTIVE BOARDS	55,948.78	ITEMS ORDERED FY23 DIDN'T RECEIVE UNTIL FY24
				<b>Technology</b>	<b>55,948.78</b>	
				<b>Grand Total</b>	<b>308,655.75</b>	



# FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE  
SUPERINTENDENT

207 West Second Avenue  
Franklin, Virginia 23851-1713  
(757) 569-8111 • Fax (757) 516-1015

## MEMORANDUM

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Carlton Carter  
Division Superintendent

**DATE:** January 19, 2024

**RE:** Request for FY23 Carryover to FY24

---

The Franklin City School Division requests that the following items be carried over from FY23 to FY24:

**Capital Expenditures Planned for FY24 (quotes attached):**

Portion of SPM HVAC Replacement	\$384,635.25
FHS Auditorium Audio Replacement	\$ 38,220.00
Diesel School Bus	<u>\$160,000.00</u>
<b>Total capital expenditures</b>	<b>\$582,855.25</b>

The resulting budget amendment entry would be as follows:

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Increase Expenditures	Capital Improvements	422,885.25	250-4-60000-0010
Increase Expenditures	Transportation	160,000.00	250-4-60000-0003
Increase Revenues	Restricted Fund Balance	582,885.25	250-3-41050-1000

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**Franklin City Public Schools**  
**S.P. Morton HVAC Replacement Quote Summary**  
**1/18/2024**

<b>Type</b>	<b>Quantity</b>	<b>Quoted Amount</b>	<b>Amount</b>
10 ton	2	\$36,000.00	\$72,000.00
5 ton	5	\$23,000.00	\$115,000.00
4 ton	13	\$22,000.00	\$286,000.00
3 ton	22	\$21,000.00	\$462,000.00
2 ton	13	\$20,000.00	\$260,000.00
	<b>55</b>		<b>\$1,195,000.00</b>

Requesting **384,635.25** in carryover funds from FY23

See attached quote from JRC Mechanical



A Specialty Service Provider

417 NETWORK STATION, SUITE 101  
CHESAPEAKE, VIRGINIA 23320  
PHONE (757) 424 - 4785  
FAX (757) 424 - 5008  
EMAIL: [ESTIMATING@JRCMECHANICAL.COM](mailto:ESTIMATING@JRCMECHANICAL.COM)

**PROPOSAL**

**REVISION 1**

WE ARE PLEASED TO OFFER OUR PROPOSAL TO PERFORM THE VARIOUS MECHANICAL  
TASKS REQUIRED FOR THE BELOW STATED PROJECT:  
PROPOSAL BASED ON: NO SPECIFICATIONS (USING BEST INDUSTRY PRACTICES)

REF: BID NUMBER 2023-0244  
9/8/2023

RE: **FCPS MORTAN ES WSHP AND CONTROLS**  
BIDS: 9/8/2023 5:00 PM AMENDMENT ACKNOWLEDGEMENT: 0

**MECHANICAL SCOPES FOR THE ABOVE REFERENCED PROJECT ARE AS FOLLOWS:**

- # CONTROLS UPGRADE TO EXISTING TRANE DDC CONTROLS
- # DEMOLITION OF (1) EXISTING WSHP
- # DISCONNECT/RECONNECT EXISTING DUCTWORK
- # DISCONNECT/RECONNECT EXISTING ELECTRICAL
- # DISCONNECT/RECONNECT EXISTING PIPING
- # TRANE WSHP CONTROL MODIFICATION
- # FURNISH & INSTALL (1) NEW TRANE WSHP
- # STARTUP OF EQUIPMENT
- #
- # PRICING BASED ON NORMAL WORKING HOURS
- # LEAD TIME IS APPROXIMATELY 10-12 WEEKS ON RELEASED
- #
- #

**PROJECT SPECIFIC EXCLUSIONS:**

- # STANDARD PLUMBING & MECHANICAL NOTATED PAGE 2 #
- # REFRIGERATION LEAK/ MONITORING EQUIP. #

- # 25% PAYMENT IS REQUIRED AT ACCEPTANCE, 25% PAYMENT IS REQUIRED ONCE EQUIPMENT ARRIVES ON SITE, REMAINING
- # DUE AT COMPLETION OF PROJECT
- # A 3% SURCHARGE WILL BE ADDED IF PAYMENT IS MADE BY CREDIT CARD

(DDC CONTROL UPGRADES) IS:	\$	65,629.00
(10-TON WSHP & CONTROLS REPLACEMENT) IS:	\$	36,000.00
(5-TON WSHP & CONTROLS REPLACEMENT) IS:	\$	23,000.00
(4-TON WSHP & CONTROLS REPLACEMENT) IS:	\$	22,000.00
(3-TON WSHP & CONTROLS REPLACEMENT) IS:	\$	21,000.00
(2-TON WSHP & CONTROLS REPLACEMENT) IS:	\$	20,000.00

# BOND NOT INCLUDED BUT AVAILABLE

# QUOTATION GOOD FOR THIRTY DAYS

**Affidavit:** I hereby Certify That I Have The Authority To Obligate My Company To Pay For The Work Outlined In This Proposal And In Accordance With The Terms Stated Within. All Billing For This Proposal Will Be Paid Net 30 From Billing Date For Work Properly Executed.

Authorization To Proceed And Agreement To Terms:

Company	Authorization Signature	Name and Title	Date
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PROPOSAL VOID IF NOT ACCEPTED WITHIN 30 DAYS OF DELIVERY

THANK YOU IN ADVANCE FOR CONSIDERING OUR BID



*A Specialty Service Provider*

**PLUMBING & MECHANICAL STANDARD EXCLUSIONS:**

- # SMOKE BOMB TESTING OF SMOKE EVAC. SYSTEMS
  - # FIRE PROTECTION OF ANY KIND
  - # FIRE AND SMOKE DAMPERS AND INTERLOCKS
  - # ROOM CEILING DEVICES FOR HALON PROTECTION
  - # FIRE VALVES/ ESTINGUISHERS/ HOSE CABINETS
  - # REMOVAL OF HIDDEN OBSTRUCTIONS IN PATH -  
- OF CONSTRUCTION  
HAULING OR DUMPSTER FEES OR ASSOCIATED COSTS
  - # QUALITY CONTROL INSPECTION BY THIRD PARTY
  - # COORDINATION DRAWINGS
  - # THIRD PARTY COMMISSIONING - ASSISTANCE ONLY
  - # LEAD &/OR ASBESTOS ABATEMENT
  - # BATTER BOARDS
  - # COUNTERTOPS/ CABINETS
  - # CAULKING
  - # BLOCKING
  - # BATHROOM ACCESSORIES
  - # TUB OR SHOWER REPAIRS
  - # ACCESS DOORS & PANELS
  - # SHOWER RODS
  - # TEMP WATER OR SEWER CONNECTION
  - # EMERGENCY SHUTOFF VALVES NOT SHOWN ON THE DRAWINGS
  - # HAND RAILS
  - # CATHODIC PROTECTION
  - # LOUVERS (ARCHITECTUAL)
  - # MOTOR STARTER & DISCONNECTS
  - # UNDERCUT DOORS OR DOOR GRILLS
  - # DESIGN FEES ENGINEERING FEES
  - # CONCRETE WORK OF ANY KIND (INCLUDING PADS)
  - # MOUNTING UNDERCOUNTER SINKS TO COUNTER TOPS
  - # ANY & ALL SITE UTILITIES
  - # DELEGATED DESIGN
  - # ANY PLATFORMS - STEEL OR OTHER, (CATWALKS & LADDERS) FOR  
EQUIPMENT ACCESS
  - # FURNISH & INSTALLATION OF KITCHEN HOODS,
  - # FIRE RATED ENCLOSURES
  - # FLUE VENTING INCLUDING, RADIATORS & GENERATOR STACKS
  - # EVACUATION OF UNDERGROUND TANKS
  - # FUEL OIL FILLING OF TANKS
  - # XRAY OF FLOORS
  - # FEE'S OF ANY TYPE EXCEPT FOR PLUMBING &/ OR MECHANICAL PERMITS
  - # BACKCHARGES WITHOUT PROPER NOTIFICATIONS OR OUR APPROVAL
  - # LIQUIDATED DAMAGES
  - # OVERTIME
  - # BOND
  - # SURVEYING OR ENGINEERING LAYOUT OR ASSOCIATED FEES
  - # CONNECTION FEE'S
  - # DFU'S FEES
  - # WORK EXTERIOR OF BUILDING LINE (5 FT)
  - # DEWATERING
  - # PITS (ANY)
  - # CONCRETE WORK CUT / DEMO/ PATCHING
  - # SAW CUTTING
  - # PAINTING IDENTIFICATION - WE WILL INSTALL LABELS
  - # SELECT FILL/ STONE/ SITE UTILITY WORK
  - # MECHANICAL DUCT CLEANING
  - # CUTTING OF OPENINGS FOR DUCT OR PIPING IN WALLS OR FLOORS
  - # SIESMIC WORK INCLUDING SUPPORTS AND RESTRAINTS UNLESS UNIQUELY SPECIFIED
  - # TEMPORARY UTILITIES INC. HEAT & HVAC
  - # PLACING AREAS OF WORK UNDER NEGATIVE PRESSURE
  - # VIDEO TAPING OF PPIPING
  - # REFRIGERATION LEAK/ MONITORING EQUIP.
  - # ANY & ALL ROOFING WORK
  - # BIM MODELING
- # NO MOVING OR HAULING OF UNSUITABLE SOIL/ ROCK OR HARD PAN EXCAVATION, SOIL OR DENSITY TESTS ARE INCLUDED IN THIS PROPOSAL.

## TERMS AND CONDITIONS

**Services.** JRC Services, LLC's ("JRC") services (the "Services") are limited to those described in the attached document setting forth the scope of work (the "Proposal"). The Proposal and these terms and conditions form a contract ("Agreement"). Unless otherwise stated in the Proposal, Services will be completed Monday through Friday within normal working hours. Services requested outside this time will incur additional charges.

**Payments.** Customer will pay JRC upon receipt of invoice, and not later than thirty (30) days from its date. Customer must identify any disputes with an invoice, statement, charge, or credit on Customer's account within 10 days of receipt – otherwise the account information is deemed accepted. If payment is thirty days or more late, JRC may suspend all Services without notice and/or terminate this Agreement. Interest shall accrue at the rate of 1.5% per month on all balances unpaid after thirty days. In the event JRC must engage an attorney to recover amounts owed under this Agreement, Customer will reimburse JRC for all costs incurred, including court reporter costs, expert witness fees, and attorney's fees.

**Equipment.** Customer will provide reasonable access to all equipment covered by this Agreement (the "Equipment"). JRC is not responsible for removing or replacing any part of the building necessary to providing the Services. Customer will notify JRC promptly of any defect in the Equipment. If the Equipment is improperly used, operated beyond capacity, modified with parts not approved in writing by JRC, or repaired by others, such occurrences release JRC from any liability for any allegations of defective Services performed prior to such occurrences, and in the event of such occurrences JRC may at its discretion terminate this Agreement. JRC does not assume any responsibility for deficient system design or prior condition that impacts performance of the Equipment.

**Limitation of Liability.** All Services will be performed in a good and workmanlike manner. Parts or materials supplied as part of the Services will carry only the manufacturer's warranty, if any. **JRC SPECIFICALLY EXCLUDES ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** Items that incur wear and require regular maintenance or replacement, like lamps, filters, belts, fuses, sewer stoppages, are not covered by any warranty. JRC is not liable for any loss or damage resulting from any cause beyond JRC's reasonable control, including, without limitation, an act of God, act or omission of Customer, act of civil authority, fire, strike, delay in transportation, pandemics or epidemics, or any commercial impracticability. Customer waives all claims against JRC for indirect, special, punitive and consequential damages. JRC's liability for any alleged claims or damages related to the Services, under any legal theory, shall be limited to the amounts paid under this Agreement. JRC is not liable for the results of any advice, instruction, assistance or services that are not required under or specifically set forth in this Agreement or for which JRC does not charge Customer. Unless indicated in the Proposal, time is not of the essence to the provision of the Services, and Customer is not entitled to claim damages for any alleged delay in performance of the Services.

**Claims.** Customer will provide JRC with written notice of any and all claims against JRC for defective workmanship or other breaches of this Agreement within seven days from when Customer discovers, or should with the exercise of reasonable care have discovered, such defects. JRC will have a reasonable time, not less than forty-five days, to cure any defective workmanship. JRC's correction of defective workmanship fulfills all responsibilities to Customer under this Agreement and Customer waives all further demands and causes of action related to that claim. Any lawsuit arising from the Services, regardless of the theory of liability, must be brought within one year from the date such claim arose, or Customer became aware of the alleged defective work giving rise to the claim, whichever is earlier. All disputes must be commenced in a court in the location where the Services were provided. Customer and JRC **waive the right to trial by jury** for any and all actions or proceedings between the parties arising from the Services or this Agreement. In the event of a dispute, the prevailing party shall recover its reasonable attorney's fee, court reporter fees, and expert witness fees.

**Hazardous Substances.** JRC's Services expressly do not include the detection or abatement of hazardous conditions or materials, including without limitation, material containing asbestos, lead, or mold (the "Hazardous Substances"). Customer will comply with all applicable federal, state, and municipal laws and regulations addressing Hazardous Substances, and will notify JRC of any such Hazardous Substances that are, or may be, present in the vicinity of JRC's Services. If JRC encounters any Hazardous Substances, JRC shall have the right to discontinue its Services and remove its employees from the premises until Customer takes all action required to fully and satisfactorily abate the Hazardous Substances in the manner required by law. If the Hazardous Substances is not remedied immediately by Customer, JRC shall be entitled, in its sole discretion, to terminate this Agreement without penalty. To the fullest extent permitted by law, Customer agrees to indemnify JRC against any and all costs, demands, losses, liabilities, and actions (including attorney's fees and expert costs) incurred by JRC and caused by or arising out of the detection, abatement, removal or exposure to Hazardous Substances at Customer's premises. The provisions of this Section survive any termination of the Agreement.

**Indemnification.** JRC will indemnify Customer from and against damages arising out of performance of the Services provided that such claim or damage is attributable to bodily injury or death or damage to or destruction of property, but only to the extent directly caused by the negligent acts or omissions of JRC or someone JRC employs or for whose acts it may be liable. This obligation does not include any damages caused by or as a result of conditions existing at the Project before JRC performed the Services or which were created by Customer. Customer will indemnify JRC from and against claims and damages, including, but not limited to, attorney's fees, arising out of or resulting from the negligent acts, omissions, and/or breach of this Agreement by Customer or anyone directly or indirectly employed by it or for whose acts Customer may be liable, including any damages caused by or as a result of conditions existing at the Project.

**Miscellaneous.** JRC's commencement of Services constitute Customer's acceptance of the Proposal, regardless of whether Customer signs the Proposal, and in such case the Proposal and these Terms and Conditions form a binding contract between JRC and Customer. Customer's unilateral modifications of this Agreement by Customer do not bind JRC. Customer has had an opportunity to participate in the revision and drafting of these terms, and thus in the event of any ambiguity, the interpretative principle of 'construction against the drafter' shall not apply. If these terms conflict with the Proposal, the Proposal shall control. JRC shall maintain its typical insurance during provision of the Services, and will name as additional insureds those entities Customer requests in writing.



Clint Walters <cwalters@fcpsva.org>

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## SPM HVAC Replacement

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Luke Wall <lwall@fcpsva.org>

Wed, Sep 13, 2023 at 1:14 PM

To: Clint Walters <cwalters@fcpsva.org>

10 ton- 2

5 ton- 5

4 ton- 13

3 ton- 22

2 ton- 13

total- 55

[Quoted text hidden]





Ambassador  
Enterprises, Inc.

□ Tidewater Office  
625 Innovation Drive, Ste. 106  
Chesapeake, Virginia 23320

757 393-2005 / telephone  
800 510-3188 / toll-free

□ Central Virginia Office  
1231 Colonial Fort Drive  
Montvale, VA 24122

540 947-5100 / telephone  
800 510-3188 / toll-free

[www.ae-systems.com](http://www.ae-systems.com)

DCJS License # 11-2003

# SYSTEM PROPOSAL

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**Date:** November 10, 2023

**Pages:** 2

**To:** Franklin City Public Schools

**From:** Steve Duiser - 540-293-3510 / cell

**Project:** Franklin High School Auditorium Projection System

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Ambassador Enterprises, Inc. is pleased to submit this Projection System Proposal for the Franklin High School Auditorium.

A new projection system will be provided and installed. The existing audio system will be reused. The system will include the following:

- One (1) Epson 6,000 Lumen 4K Laser Projector
  - Includes Long Throw Lens
  - Control Via Projector Remote
  - Includes Wall Mount Bracket and Hardware
- One (1) Draper Tab Tensioned Electric Screen
  - 16:9 Format
  - 108" x 192" with 12" Black Drop On Top
  - Includes Wall Mounted Control Switch
- One (1) Extron Wall Mounted Transmitter
  - HDMI Input Transmitted Over Twisted Pair
  - Installed Near Audio Desk
- One (1) Extron Receiver
  - Receiver for Twisted Pair Provides HDMI Out at Projector
  - Will Provide Audio De-Embedding for Output to Audio Mixing Console
- One (1) 4 Port Data Wall Plate
  - Four Runs of CAT6 Cabling from Hallway IDF
- Screen Installation/Rigging
  - FCPS to Provide Lift, Manpower Assistance and Electrical Power/Connections

Project Includes All Cabling, Hardware, Installation Materials, Installation Labor, Set Up, Testing and Training.

**Projection System Investment - \$38,220.00**

## Franklin High School Auditorium Projection System

To accept this proposal for the Franklin High School Auditorium Projection System, please provide your purchase order referencing this proposal and email back to me at [steve.duiser@ae-systems.com](mailto:steve.duiser@ae-systems.com)

Thank you for your consideration.

---

Signature / PO#

Date

## **Franklin High School Auditorium Projection System, Continued**

### **Notes:**

- Project quoted meets and/or exceeds discounts on VASCUPP contract #C0002331 held by Ambassador Enterprises, Inc. Franklin City Public Schools is authorized to use this procurement vehicle.
- Terms are 50% billed upon authorization, balance billed upon completion.
- This project pricing is valid for 30 days from the date of this proposal. After 30 days, pricing must be confirmed and updated, if required.
- Product availability is dependent upon vendor supply. AE Systems assumes no responsibility for product availability and potential backorders.
- FCPS to provide lift for screen installation.
- FCPS to provide AC power as required.
- Surface mount boxes and wiremold will be used for wall plates and screen switch.
- Exposed wiring may be run in a neat, tidy manner where required by building construction.
- Existing audio system and associated devices will be reused. Devices are assumed to be in good working condition. Any troubleshooting/repair/replacement will be by add/change order or time/materials only.
- Network connectivity and switch ports for CAT6 cable runs to be provided and configured by FCPS.
- No patching, ceiling tiles, surface repair and/or painting is included.
- Our quote excludes any permits and associated fees.
- Pricing is quoted as tax exempt.

**Proprietary Proposal:** This Proposal/ Quotation is only intended for the use of the individual or entity to which it is addressed and may be privileged. All prices, design, plans, drawings, submittals, quantities quoted and options are intended for the individual or entity to which this is presented to and is considered the property of AE Systems and is not to be shared, copied or reproduced in any fashion without prior authorization of preparer. If you have any questions regarding this proposal, please notify Steve Duiser by telephone at (540) 293-3510 or (540) 947-5100.

**Franklin City Public Schools  
Diesel School Bus Summary  
1/18/2024**

See attached quote from Sonny Merriman. Quote is from 8/2023 for **\$140,805**. Requesting **\$160,000** in carryover funds to account for additional bus options and price increase since 8/2023

CUSTOMER: Franklin City School Division  
 ATTENTION: Teresa Blackwell  
 SALESPERSON: Mike Wirt

DATE: 8/25/2023



BID QTY: 1

Evington - Chesapeake - Northern VA - Richmond

P.O. Box 495 Rustburg, VA - 431-821-8203 - sonnymerryman.com

RFP: E194-90742

<b>PASSENGER CAPACITY</b>		SONNY MERRYMAN INC
BUS TYPE: C77	77 Passenger	
BASE QTY: 1-10		\$ 115,999
<b>OPTIONS COST</b>		\$ 24,806
		\$ -
<b>TOTAL BID PRICE PER UNIT</b>		\$ 140,805
<b>TOTAL BID PRICE</b>		\$ 140,805

QTY	OPTION TYPE	OPTION DESCRIPTION	SONNY MERRYMAN INC.	
			\$	24,806
QTY	OPTIONS	OPTION DESCRIPTION	PRICE	EXTENDED PRICE
1	Air Tanks	Humphry Drain Valve	\$ 172	\$ 172
1	Alternator	200 amp Delco	\$ -	STD
1	Audio/Video	AM/FM/PA	\$ 722	\$ 722
1	Audio/Video	Gatekeeper - DVR Camera System	\$ -	\$ 2,825
1	Audio/Video	PA - External Speaker	\$ 112	\$ 112
1	Axle Rear	Rear Axle - 6.14 ratio	\$ -	STD
1	Battery	Battery Disconnect	\$ -	STD
1	Brakes	4-Wheel Air Disc Brakes	\$ 2,433	\$ 2,433
1	Brakes	Bendix AD-IP air dryer in lieu of STD	\$ 140	\$ 140
1	Brakes	WABCO Smartrac Elect Stab Control Incl Traction Control Enhancement	\$ -	STD
1	Cell Phone	Electrical Power Supply - Cell Phone	\$ -	STD
1	Child Reminder	Child reminder system	\$ -	STD
1	Doors	"Vandalock System" locking system	\$ 118	\$ 118
1	Doors	Air Powered Entrance Door Split Leaf, Outward Opening	\$ 206	\$ 206
1	Doors	Stainless steel assist rails mounted fore and aft of front service door	\$ 83	\$ 83

QTY	OPTIONS	OPTION DESCRIPTION	PRICE	EXTENDED PRICE
1	Doors	Toggle-type main door control switch	\$ -	STD
1	Driver Seat	Air ride suspension pedestal	\$ 293	\$ 293
2	Driver Seat	Arm rest (each)	\$ 31	\$ 62
1	Driver Seat	Barrier cover with two pouches behind driver seat	\$ 45	\$ 45
1	Engine	Block Heater - DD5 or Cummins 750-watt	\$ 119	\$ 119
1	Engine	Cummins Desiel Engine Exhaust Brake	\$ 94	\$ 94
1	Engine	Cummins Diesel Engine 220 hp	\$ 1,015	\$ 1,015
1	Engine	Fuel Water Separator (Heated)	\$ -	STD
1	Exterior	Mud Flaps	\$ 43	\$ 43
1	Floor	Plywood Sub Floor	\$ -	STD
1	Fuel Tank	100 gallon	\$ 507	\$ 507
1	HVAC	126,000 BTU front & rear A/C	\$ 9,975	\$ 9,975
1	HVAC	Dash Air - 15,000 BTU	\$ 1,321	\$ 1,321
1	Keys	Ignition Keyed Alike	\$ -	STD
1	Lights	Driver's LED light w/separate switch 1 light	\$ 31	\$ 31
1	Lights	LED Dome Lights	\$ 160	\$ 160
1	Lights	LED Exterior Light Pkg.	\$ 417	\$ 417
1	Lights	LED Headlights	\$ 834	\$ 834
1	Lights	LED Strobe Warning Lights	\$ 1,224	\$ 1,224
1	Locks	A locking device for the driver's window	\$ -	STD
1	Paint	Painted white roof	\$ 512	\$ 512
1	Steering	Tilt/Telescopic	\$ 348	\$ 348
1	Suspension	Rear air-ride suspension	\$ 568	\$ 568
1	Tires	11R22.5 14 Ply	\$ -	STD
1	Tires	Oil lubed front wheel barings	\$ -	STD
1	Transmission	Allison PTS 2500 (std w/Air Brakes) - 7 Year Warranty	\$ -	STD
1	Windows, Glass	Passenger Window - Tinted	\$ 427	\$ 427

A graphic element consisting of a white rectangular area with a torn paper effect at the top and bottom edges, set against a light brown background. The text "Financial Report" is centered within this white area.

## Financial Report

### ***HIGHLIGHTS – GENERAL FUND*** ***For the period ending December 31, 2023***

*Based on Unaudited Financial Data*

# *Basis of Reporting*

*The information enclosed is the City's Financial Report for the General Fund for the period ending December 31, 2023.*

*The report contains provisions for most revenue and expenditure accruals.*

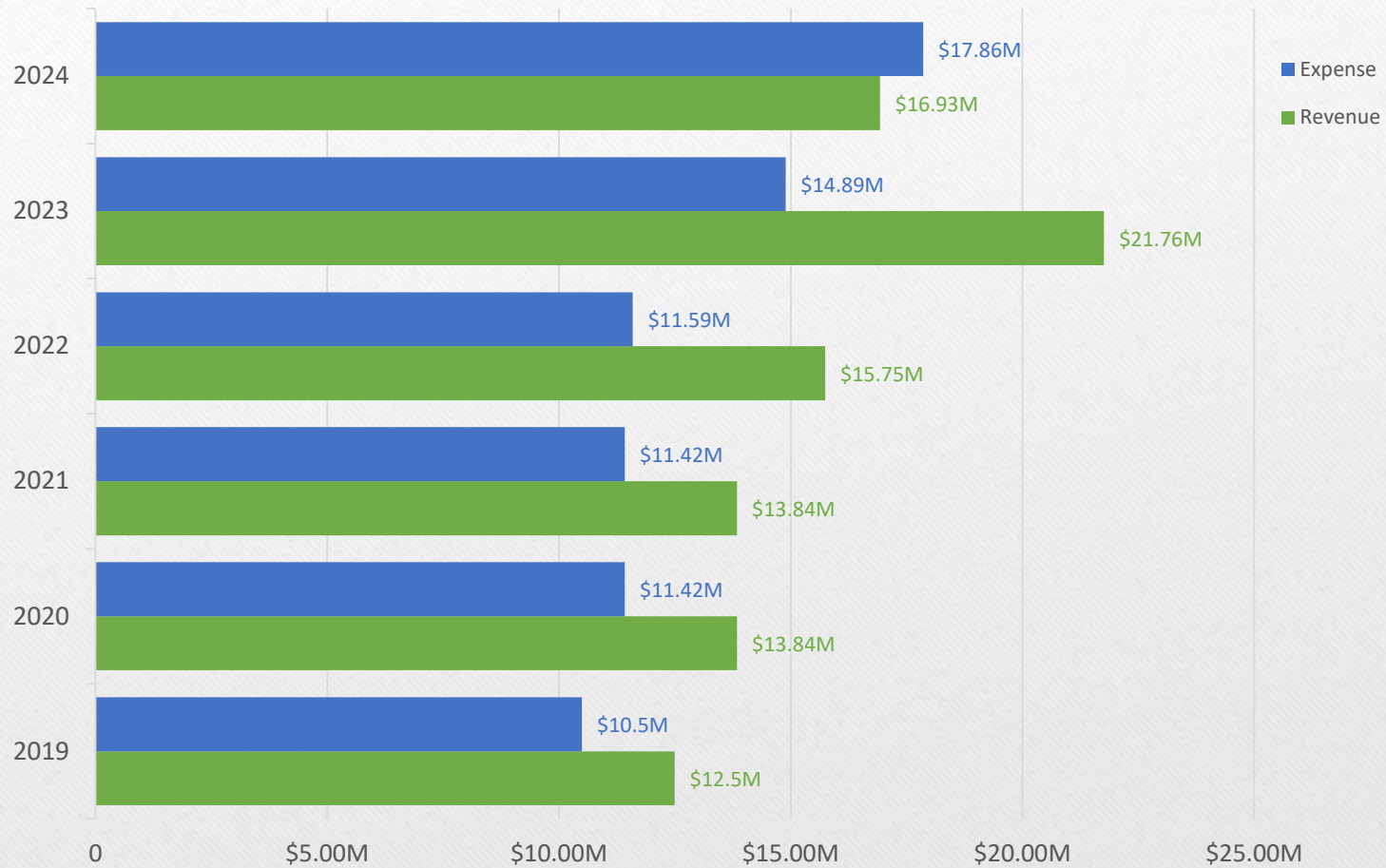
- *Reflects 6 months of revenues & expenditures in cases (where noted, the 6th month has been estimated) – modified accrual basis of accounting.*

*Financial Report presentation is consistent with the department's objectives to:*

- *Report timely, relevant, understandable and accurate financial data*
- *Promote accountability through monitoring, assessment and reporting.*

# Yearly Comparison of General Fund's Actual Expenses to Actual Revenues

Expense (Enc/Req included based on above controls) vs Revenue by Year





## *General Property Taxes- Overall BUDGET COMPARISON*

	2023-2024	ACTUAL	BUDGET	2022-2023	ACTUAL
REVENUE SOURCE	BUDGET	Current Year	%	BUDGET	Prior Year
Real Estate Taxes-Current	\$ 6,574,291	\$ 3,135,285	47.7%	\$ 6,595,601	\$ 3,072,495
Real Estate Taxes-Delinquent	220,000	296,858	134.9%	220,000	205,660
Personal Property Taxes-Current	1,965,324	1,849,899	94.1%	1,877,460	1,507,727
Personal Property Taxes-Delinquent	35,000	146,132	417.5%	35,000	74,834
Machinery & Tools	30,784	33,032	107.3%	24,450	28,812
Penalties & Interest Taxes	145,000	76,950	53.1%	145,000	28,812
Public Service Corporation Taxes	66,537	102,300	153.7%	70,593	38,022
<b>GENERAL PROPERTY TAX</b>	<b>\$ 9,036,936</b>	<b>\$ 5,640,456</b>	<b>62.4%</b>	<b>\$ 8,968,104</b>	<b>\$ 4,956,362</b>

Current	\$5,640,456
Prior Year	<u>\$4,956,362</u>
Net Change \$	\$684,094
Net Change %	13.80%

# *Local Tax Revenue Prior Year Comparison Modified Accrual Basis*

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Dec-23	1,164,868	112,822	157,651	1,216,951	2,652,293
Dec-22	1,067,748	94,651	239,317	1,139,758	2,541,475
Prior Year \$	97,121	18,171	(81,666)	77,193	110,819
Prior Year %	9.10%	19.20%	-34.12%	6.77%	4.36%

# *Local Tax Revenue*

## *Budget to Actual Comparison*

	FY 23-24 Budget	12/31/2023	Projected Excess (Deficit) at Fiscal Year End
Local Sales & Use*	\$ 2,400,000	\$ 1,216,951	\$ 33,904
Cigarette Taxes	\$ 395,000	\$ 157,651	\$ (79,698)
Meals Taxes*	\$ 2,150,000	\$ 1,164,868	\$ 179,737
Lodging Taxes*	\$ 180,000	\$ 112,822	\$ 45,645
<b>Total Local Tax Revenue</b>	<b>\$ 5,125,000</b>	<b>\$ 2,652,293</b>	<b>\$ 179,588</b>

# General Fund Revenue – Prior Year Comparison – Cash Basis

General Fund Account Description	FY23 Actual Revenue Thru 12.31.22	FY24 Budgeted Revenue	FY24 Actual Revenue Thru 12.31.23	FY24 Balance/Excess/ Deficit	% Realized	Prior Year Variance Good (Bad)
REAL PROPERTY TAXES	3,278,155.07	6,794,291.00	3,432,143.68	-3,362,147.32	50.52%	153,989
PUBLIC SERVICE CORPORATION TAXES	38,022.04	66,537.00	102,299.70	35,762.70	153.75%	64,278
PERSONAL PROPERTY TAXES	1,582,560.66	2,000,324.00	1,996,030.62	-4,293.38	99.79%	413,470
MACHINERY & TOOLS TAXES	28,811.88	30,784.00	33,031.71	2,247.71	107.30%	4,220
PENALTIES AND INTEREST	75,994.32	145,000.00	76,949.98	-68,050.02	53.07%	956
OTHER LOCAL TAXES	759,838.39	2,400,000.00	811,301.38	-1,588,698.62	33.80%	51,463
UTILITY TAXES	274,488.81	562,000.00	276,943.85	-285,056.15	49.28%	2,455
BUSINESS LICENSE TAXES	42,537.90	1,162,000.00	13,151.38	-1,148,848.62	1.13%	(29,387)
BUSINESS LICENSE TAXES - PENALTY	3,342.10	3,000.00	2,979.17	-20.83	99.31%	(363)
MOTOR VEHICLE LICENSES	117,223.72	207,034.00	122,713.57	-84,320.43	59.27%	5,490
MOTOR VEHICLE LICENSES - PENALTY	8,708.46	25,000.00	10,479.60	-14,520.40	41.92%	1,771
BANK STOCK TAXES	0	40,000.00	0	-40,000.00	0.00%	-
TAXES ON RECORDATION AND WILLS	42,979.90	85,000.00	32,130.44	-52,869.56	37.80%	(10,849)
CIGARETTE TAXES	239,317.44	395,000.00	157,651.20	-237,348.80	39.91%	(81,666)
LODGING TAXES	75,777.56	180,000.00	84,937.71	-95,062.29	47.19%	9,160
MEALS TAX	865,011.80	2,150,000.00	845,309.41	-1,304,690.59	39.32%	(19,702)
PROBATE TAXES	2,929.26	2,500.00	283.75	-2,216.25	11.35%	(2,646)
PERMITS AND OTHER LICENSES	109.50	1,500.00	230.00	-1,270.00	15.33%	121
PERMITS AND OTHER LICENSES	71,938.89	86,530.00	71,669.09	-14,860.91	82.83%	(270)
FINES AND FORFEITURES	13,933.45	40,250.00	13,753.46	-26,496.54	34.17%	(180)
REVENUE FROM USE OF MONEY	31,428.00	50,000.00	163,078.55	113,078.55	326.16%	131,651
REVENUE FROM USE OF PROPERTY	125,448.83	115,446.00	40,416.61	-75,029.39	35.01%	(85,032)
CHARGES FOR CURRENT SERVICES	1,670.76	7,700.00	2,136.99	-5,563.01	27.75%	466
CHARGES FOR OTHER PROTECTION	232,872.75	449,783.00	330,170.78	-119,612.22	73.41%	97,298
CHARGES FOR OTHER PROTECTIONS	11,643.82	17,500.00	12,388.74	-5,111.26	70.79%	745
MISC BILLING SERVICES	2,037.12	0.00	2,022.64	2,022.64	#DIV/0!	(14)
CHG FOR SANITATION & WASTE REMOVAL	7,368.76	13,000.00	14,387.81	1,387.81	0.00%	7,019
CHARGES FOR ADMIN-FUNDS	683,176.56	1,317,108.00	658,554.00	-658,554.00	50.00%	(24,623)
RECREATIONAL FEES	8,090.54	18,000.00	5,401.00	-12,599.00	30.01%	(2,690)
MISCELLANEOUS	1,291,209.23	1,205,322.36	1,057,942.37	-147,379.99	87.77%	(233,267)
RECOVERED COSTS	1,316,245.23	2,716,709.00	1,219,731.42	-1,496,977.58	0.00%	(96,514)
NON-CATEGORICAL AID STATE	976,584.83	1,462,947.00	969,678.34	-493,268.66	66.28%	(6,906)
SHARED EXPENSES	34,491.74	81,100.00	36,786.34	-44,313.66	45.36%	2,295
SHARED EXPENSES	35,069.60	71,100.00	37,483.24	-33,616.76	52.72%	2,414
SHARED EXPENSES	0	54,504.00	0	-54,504.00	0.00%	-
CATEGORICAL AID - STATE	1,443,262.34	3,536,856.00	1,616,026.30	-1,920,829.70	45.69%	172,764
CATEGORICAL AID -FEDERAL GOVERNMENT	5,039,412.50	209,573.00	112,216.25	-97,356.75	53.55%	(4,927,196)
PROCEEDS FROM INDEBTNESS	0	2,000,000.00	1,665,347.55	-334,652.45	83.27%	1,665,348
FUNDS TRANSFERS	2,997,496.54	7,978,380.33	899,996.48	-7,078,383.85	11.28%	(2,097,500)
<b>General Fund Revenue Total</b>	<b>21,759,190.30</b>	<b>37,681,778.69</b>	<b>16,927,755.11</b>	<b>-20,754,023.58</b>		<b>-4,831,435.19</b>

# General Fund Expenditures – Prior Year Comparison – Cash Basis

General Fund Department	FY23 Actual Expenditures	FY24 Budgeted Expenditures	FY24 Actual Expenditures	FY24 Balance/Excess/ (Deficit)	% Expended	Prior Year Variance Good (Bad)
	Thru 12.31.22	Expenditures	Thru 12.31.23	(Deficit)		Good (Bad)
CITY COUNCIL	107,785.48	322,127.00	143,965.67	178,161.33	64.2900	(36,180.19)
CITY MANAGER	140,106.91	289,386.00	152,234.04	137,151.96	49.6000	(12,127.13)
CITY ATTORNEY	84,564.25	115,000.00	72,677.86	42,322.14	73.5300	11,886.39
MANAGEMENT SERVICES & HR	112,931.42	231,789.00	123,234.96	108,554.04	46.7400	(10,303.54)
COMMISSIONER OF THE REVENUE	156,941.57	352,317.00	171,093.29	181,223.71	48.3200	(14,151.72)
REAL ESTATE ASSESSOR	34,487.99	145,627.00	44,118.12	101,508.88	38.7700	(9,630.13)
CITY TREASURER	172,034.47	461,667.00	201,792.28	259,874.72	39.8700	(29,757.81)
ACCOUNTING	216,331.60	403,618.00	211,567.34	192,050.66	53.0700	4,764.26
PURCHASING & GENERAL SERVICES	63,363.97	137,742.00	65,939.20	71,802.80	45.8700	(2,575.23)
UTILITY COLLECTIONS & BILLING	176,234.58	374,437.00	194,136.98	180,300.02	47.7100	(17,902.40)
INSURANCE	73,860.55	175,753.00	102,151.13	73,601.87	38.3900	(28,290.58)
INFORMATION TECHNOLOGY	74,899.58	1,069,645.60	166,327.66	852,957.37	7.2500	(91,428.08)
BOARD OF ELECTIONS	88,856.85	199,387.00	74,160.58	125,226.42	47.0600	14,696.27
CIRCUIT COURT	12,020.52	12,800.00	0	12,800.00	100.0000	12,020.52
GENERAL DISTRICT COURT	3,846.06	12,600.00	1,964.54	10,635.46	27.0800	1,881.52
CLERK OF CIRCUIT COURT	78,350.63	80,600.00	0	80,600.00	100.0000	78,350.63
SHERIFF'S OFFICE	132,263.00	162,500.00	0	162,500.00	100.0000	132,263.00
DISTRICT COURT SERVICE	106,838.03	225,824.00	117,440.70	108,383.30	43.5700	(10,602.67)
COMMONWEALTH'S ATTORNEY	52,319.19	85,800.00	0	85,800.00	70.4000	52,319.19
WESTERN TIDEWATER REGIONAL JAIL	476,491.00	1,004,492.00	987,017.00	17,475.00	50.0000	(510,526.00)
POLICE	1,575,122.73	6,071,258.60	2,032,797.41	3,971,553.27	28.9100	(457,674.68)
E - 911	424,320.10	883,728.69	402,812.17	480,916.52	47.1600	21,507.93
EMS/FIRE/RESCUE	2,736,210.05	7,088,324.63	3,306,595.23	3,733,936.82	43.4300	(570,385.18)
BUILDING INSP & CODE ENFORCEMENT	129,933.38	940,333.00	212,363.91	699,714.09	14.9100	(82,430.53)
ANIMAL CONTROL	56,431.38	167,696.00	69,364.40	98,331.60	45.7200	(12,933.02)
PUBLIC WORKS-STREET MAINTENANCE	1,131,454.29	2,844,884.03	598,296.02	2,239,238.41	24.1700	533,158.27
PUBLIC WORKS-SNOW REMOVAL	216.99	15,000.00	253.98	14,746.02	1.4500	(36.99)
PUBLIC WORKS-GARAGE	156,663.09	343,582.00	166,398.38	177,183.62	46.8800	(9,735.29)
SOLID WASTE	0	0.00	108.60	-108.60	42.9100	(108.60)
BUILDING MAINTENANCE-GENERAL	510,853.57	1,170,450.00	540,983.69	622,666.31	12.2800	(30,130.12)
BUILDING MAINTENANCE-ARMORY	306.90	0.00	711.70	-711.70	47.0400	(404.80)
BUILDING MAINTENANCE-CITY HALL	98,278.74	214,552.00	118,387.98	96,164.02	31.4200	(20,109.24)
BLDG MAINTENANCE-SOC SERVICES	28,368.43	77,656.00	23,989.56	53,666.44	31.7300	4,378.87
BUILDING MAINTENANCE-HEALTH DEPT	13,878.82	45,590.00	14,390.71	31,199.29	49.8300	(511.89)
HEALTH DEPARTMENT	52,126.00	106,500.00	0	106,500.00	0.0000	52,126.00
MENTAL HEALTH	0	42,469.00	0	42,469.00	52.0600	0.00
COMM ORGANIZATION****	378,780.00	757,540.00	362,750.90	394,789.10	23.6300	16,029.10
PARKS & RECREATION	422,422.80	1,518,770.99	307,939.46	1,094,921.61	0.0000	114,483.34
CEMETERY PERPETUAL EXPENDITURES	0	1,000.00	665.00	335.00	48.8300	(665.00)
LIBRARY	137,107.44	294,856.00	140,306.28	154,549.72	44.7400	(3,198.84)
PLANNING AND ZONING	80,917.94	135,207.97	76,130.39	33,266.61	4.6900	4,787.55
BEAUTIFICATION COMMISSION	2,780.82	29,080.00	2,458.71	26,621.29	28.9000	322.11
TOURISM	38,373.41	146,451.00	34,850.47	111,600.53	0.0000	3,522.94
PAYMENTS TO SOUTHAMPTON COUNTY	0	700,000.00	0	700,000.00	3.5000	0.00
NON-DEPARTMENT MISCELLANEOUS	680.39	-95,498.64	1,608.16	-97,106.80	0	(927.77)
NON-DEPARTMENTAL CAPITAL	0	100,064.00	0	100,064.00	44.1400	0.00
TRANSFERS	4,552,079.50	8,681,572.00	6,617,648.63	2,063,923.37		(2,065,569.13)
	<b>14,891,834.42</b>	<b>38,144,178.87</b>	<b>17,861,633.09</b>	<b>19,933,359.22</b>	<b>44.14</b>	<b>(2,969,798.67)</b>



# Financial Report

***HIGHLIGHTS – ENTERPRISE FUNDS***  
***For the period ending December 31, 2023***

*Based on Unaudited Financial Data*

# *Basis of Reporting*

---

*The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending December 31, 2023.*

*The report contains provisions for most revenue and expenditure accruals.*

- *Reflects 6 months of revenue & expenditures – full accrual basis of accounting.*

*Financial Report presentation is consistent with the department's objectives to:*

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# *Airport Operating & Capital Fund*

## *Revenue Analysis*

*Total revenues for the fund of \$136k are at target with 71% of budget realized.*

*Fuel sales and airport rental fees of \$52k are at target with 41% of budgeted realized.*

## *Expense Analysis*

*Expenses in the fund are \$97k and are at 51% of budget expended.*

## *Cash Balance*

*Cash balance in the Airport Operating & Capital Fund is \$(98,984).*



# *Airport - Operating & Capital Cash Balance*

- *Cash balance - \$-98,985*

Month	FY 22-23	FY 23-24
July	\$ (98,783)	\$ (125,308)
August	\$ (96,184)	\$ (141,903)
September	\$ (94,473)	\$ (147,339)
October	\$ (80,721)	\$ (155,861)
November	\$ (87,082)	\$ (99,163)
December	\$ 302	\$ (98,985)

# *Water & Sewer Operating & Capital Fund*

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- ***Revenue Analysis***

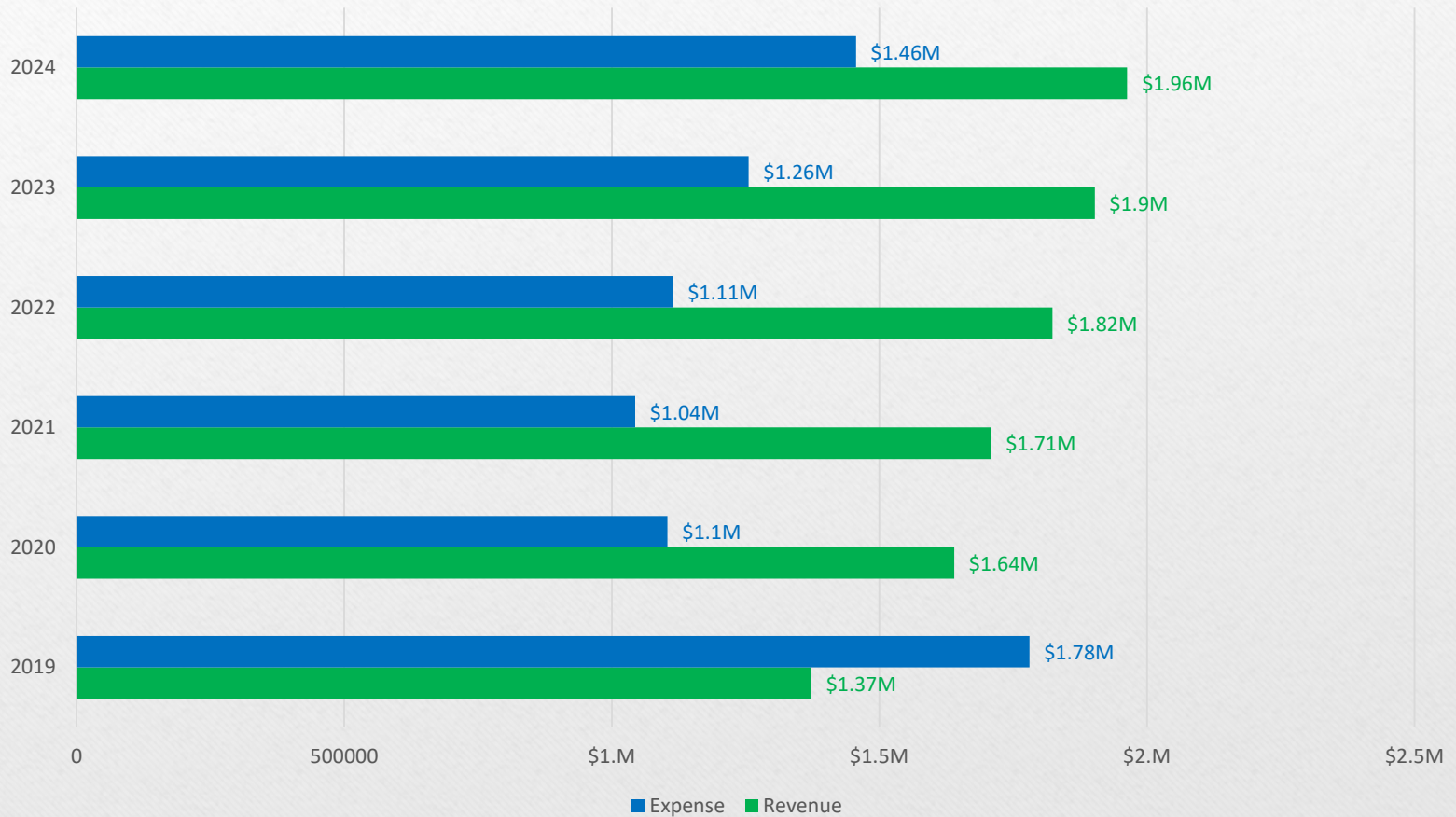
- *Revenue from the sale of water and sewer service of \$1.56m are on target at 49% of budget and are less than prior year period collections by \$108k.*

- ***Expense Analysis***

- *Expenses in the fund are \$1.5m and are below target at 35% of budget. Expenses includes transfers of \$414k and debt service payments of \$14k.*

# *Yearly Comparison of Water & Sewer Fund Actual Expenses to Actual Revenues*

Expense (Enc/Req included based on above controls) vs Revenue by Year



# *Water & Sewer Fund - Operating & Capital Cash Balance*

- *Cash balance - \$4,104,295*

Month	FY 22-23	FY 23-24
July	\$ 2,690,909	\$ 3,699,731
August	\$ 2,695,631	\$ 3,779,600
September	\$ 2,808,766	\$ 3,890,594
October	\$ 2,892,903	\$ 3,943,620
November	\$ 2,885,446	\$ 4,008,362
December	\$ 3,040,483	\$ 4,104,295

# *Solid Waste Operating & Capital Fund*

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## *Revenue Analysis*

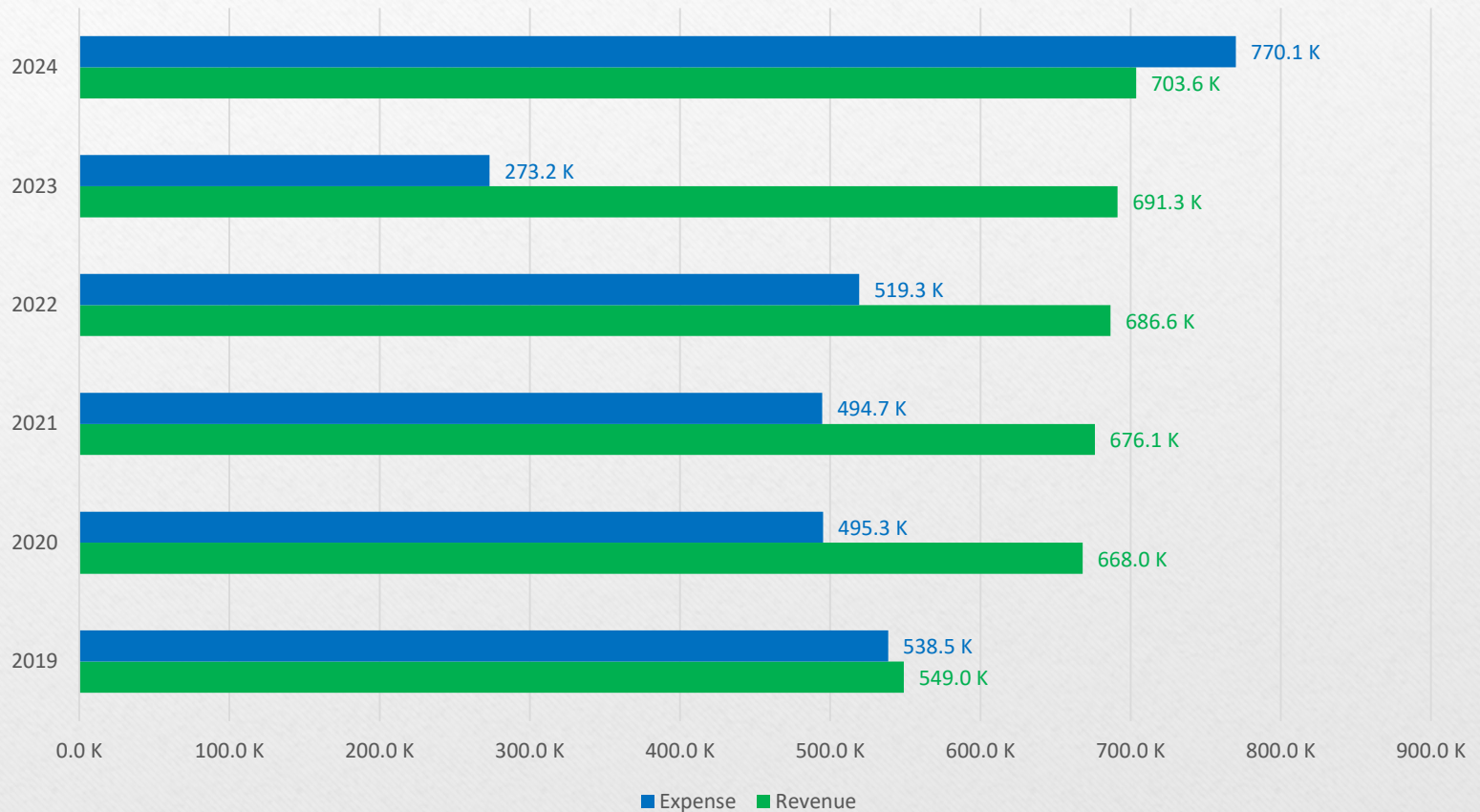
*Revenue for the Solid Waste Fund of \$703k are at target at 50% and are \$12k more than prior year period collections.*

## *Expense Analysis*

*Expenses in the fund are \$770k and are slightly below target at 48% of budget expended. This includes transfers of \$128k and debt service payments of \$7k.*

# *Yearly Comparison of Solid Waste Fund Actual Expenses to Actual Revenues*

Expense (Enc/Req included based on above controls) vs Revenue by Year



# *Solid Waste Fund – Operating & Capital Cash Balance*

- *Cash balance - \$1,248,456*

Month	FY 22-23	FY 23-24
July	\$ 1,180,717	\$ 1,396,092
August	\$ 1,219,433	\$ 1,426,023
September	\$ 1,246,536	\$ 1,369,560
October	\$ 1,266,634	\$ 1,411,673
November	\$ 1,287,768	\$ 1,440,151
December	\$ 1,311,493	\$ 1,248,456

# Electric Operating Fund

- **Revenue Analysis**

- *Revenue from total sales are \$8.2m. Revenue from energy sales are \$8.0m are below target at 44% of budget. Below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:*

Sale of Electricity -Fuel Adj	1,660,801.67	4,403,588.00	1,165,713.25	1,165,713.25
Sale of Electric Energy-Residential	3,878,314.03	8,361,350.00	3,908,464.75	3,908,464.75
Sale of Electricity-Commercial	2,909,277.48	5,746,032.00	3,006,450.73	3,006,450.73
Cycle & Save	-59,162.50	-102,000.00	-59,061.00	-59,061.00
	8,389,230.68	18,408,970.00	8,021,567.73	43.6%

- **Expense Analysis**

- *Expenses for the fund are \$8.1m and are below target at 41% of budget expended. This includes transfers of \$1.3m and debt service payments of \$41k.*

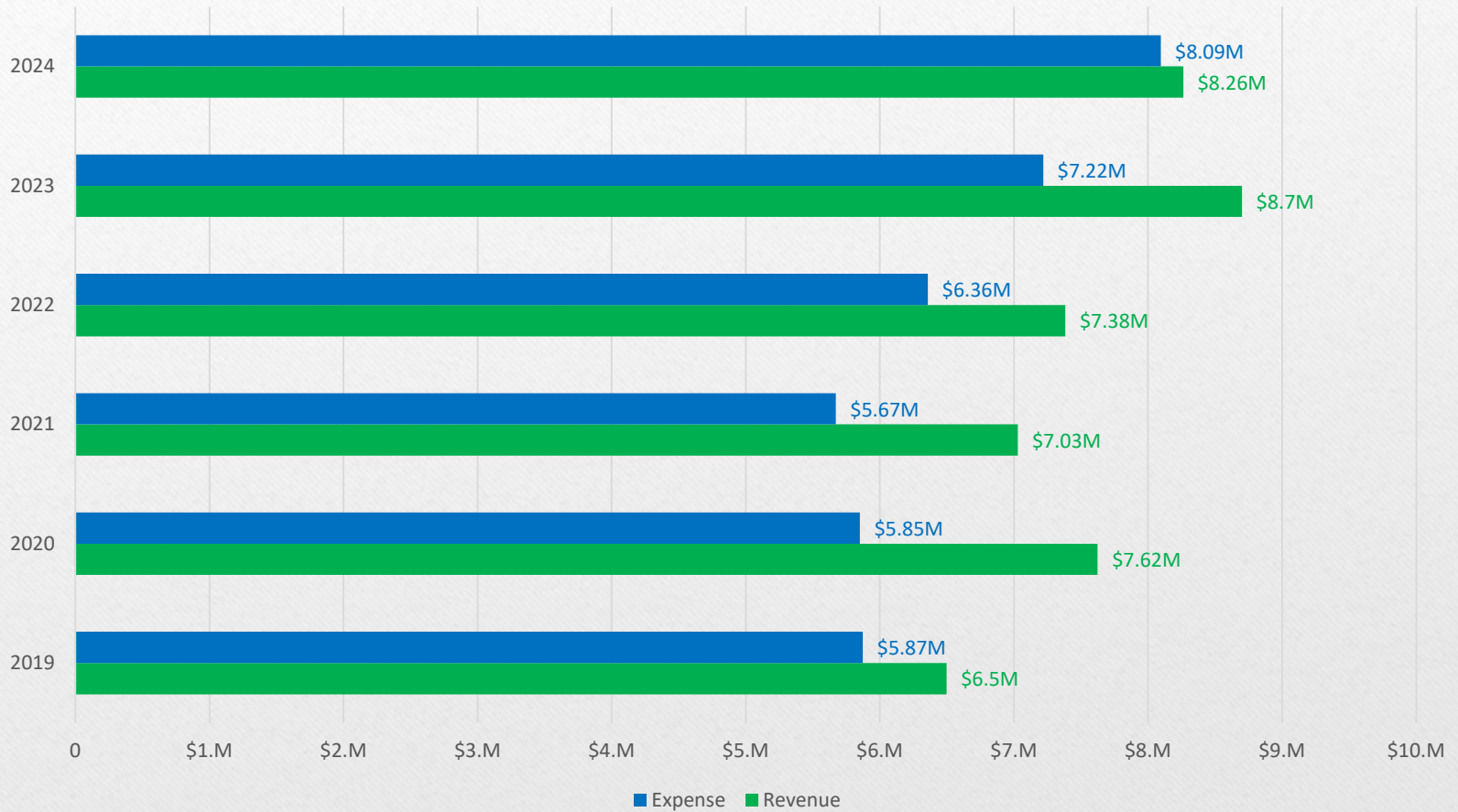


# ***ELECTRIC FUND - OPERATING & CAPITAL CASH BALANCE***

	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2022-2023	FY 2023-2024
7/31	\$ 3,074,620	\$ 5,429,626	\$ 5,546,798	\$ 7,036,648	\$ 6,569,894	\$ 6,520,886
8/31	\$ 3,531,450	\$ 5,025,518	\$ 5,726,721	\$ 6,956,775	\$ 6,481,238	\$ 6,107,233
9/30	\$ 3,528,504	\$ 4,967,485	\$ 5,843,182	\$ 7,115,831	\$ 6,770,380	\$ 5,740,108
10/31	\$ 3,745,667	\$ 5,036,687	\$ 6,021,191	\$ 7,111,597	\$ 6,942,189	\$ 5,640,868
11/30	\$ 3,900,663	\$ 5,020,008	\$ 6,155,756	\$ 7,180,100	\$ 6,849,698	\$ 5,510,972
12/31	\$ 3,888,745	\$ 5,048,156	\$ 5,933,580	\$ 6,941,450	\$ 6,353,566	\$ 5,076,319
1/31	\$ 3,823,684	\$ 4,972,661	\$ 5,773,877	\$ 6,689,921	\$ 6,028,363	
2/28	\$ 4,073,328	\$ 5,084,727	\$ 6,032,556	\$ 6,607,527	\$ 6,238,914	
3/31	\$ 4,364,455	\$ 5,328,462	\$ 6,588,468	\$ 6,937,088	\$ 5,862,791	
4/30	\$ 4,483,132	\$ 5,337,317	\$ 6,807,848	\$ 6,984,982	\$ 6,300,609	
5/31	\$ 4,672,671	\$ 5,399,142	\$ 6,962,327	\$ 6,579,486	\$ 6,487,854	
6/30	\$ 4,690,508	\$ 5,640,171	\$ 6,944,125	\$ 6,712,977	\$ 6,931,539	

# *Yearly Comparison of Electric Fund Actual Expenses to Actual Revenues*

Expense (Enc/Req included based on above controls) vs Revenue by Year





*Office of the City Manager  
Amanda C. Jarratt*

January 17, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin City Public Schools Ward 6 Consideration of Appointment

**Background Information**

Jerry McCreary tendered his resignation as the Ward 6 representative on the Franklin City School Board. The current term for this position expires on June 30, 2024. A public hearing was conducted at the January 8, 2024 meeting of Franklin City Council and an interview conducted earlier this evening. Franklin City Council can chose to make an appointment to the unexpired term or direct staff to advertise for the position a second time.

**Needed Action**

Consider making an appointment for the Ward 6 school board seat or direct staff to advertise for an additional public hearing.



*Office of the City Manager  
Amanda C. Jarratt*

January 17, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **General Updates**

- Staff continues to work on the various capital projects approved by City Council.
  - Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD and has been referred to final review. HBA has been procured as the architect and the kick off meeting was held on January 3, 2024. Survey work is almost complete. Conceptual design is underway.
  - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. Final conceptual plans are complete and architectural plans will be under development soon.
  - The staff committee met regarding Riverwalk Park.
    - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
    - Kayak launch design underway.
    - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
    - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
- Staff continues to work with DHCD and Kimely Horn on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Three responses were received for the Franklin Southampton radio project and they are currently under review by the review team. Interviews of those firms are being scheduled for the first week in January.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study. A kick off meeting with Mosely was held on November 20<sup>th</sup>.

- The Literary Loan process continues with Franklin City Public Schools. The contactor is working on the project and the first draw of funds is underway. A second application was considered earlier on the agenda.
- The Great American Cleanup is scheduled for March 22<sup>nd</sup> and 23<sup>rd</sup> in Hampton Roads. Each year over 1,000 volunteers team up to clean up Hampton Roads for the regional two-day event. Volunteers from military commands, local businesses and non-profits join forces with private citizens across Hampton Roads to rid the land and water of litter, tend community gardens and improve public parks. Since 2019, volunteers have cleared more than 196 tons of litter from our environment. Staff would like to organize and register the City of Franklin for the Great American Cleanup.
- City Council held a retreat on March 2<sup>nd</sup>. The following topics were discussed and will be worked on by staff:
  - Food Trucks
    - Three food trucks have received final approval.
  - Increased Code Enforcement
    - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
  - Communication with Franklin City Public Schools
    - We held a joint meeting with Franklin City Public Schools on March 30<sup>th</sup>. Additional meetings are being scheduled to maintain communication.
  - Increased focus and investment in Public Safety
    - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
  - Historic District
    - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
  - Special Tax Districts
    - Under discussion and research ongoing.
  - Camp Community College Partnerships
    - Under discussion.
  - Improved Communication with the Public through various means
    - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.